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Thomas Sadowski
Director
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MEMORANDUM

TO: State Agencies
FROM: OA, Accounting
DATE: April 6, 2005
RE: Document Filing and Retention

To streamline government operations, beginning with FY2006 (July 1, 2005), state agencies will hold the primary responsibility of filing and retaining the original supporting documentation for all documents where agencies apply the final approval. These documents will no longer need to be submitted to OA, Accounting. Attached is a table listing each SAMII document and the primary filing/retention responsibility effective with FY2006 document processing.

OA, Accounting will continue to file FY2005 and fiscal years prior to FY2005 payment supporting documentation. However, agencies must have **all** FY2005 and prior fiscal year payment supporting documentation to OA, Accounting no later than August 31, 2005. This August 31 document filing deadline supersedes any Agency Delegation of Authority exceptions for document filing and retention.

OA, Accounting will also process document retrieval requests for FY2005 and fiscal years prior to FY2005. If for any reason the State Records Center cannot locate the documentation, the state agency will need to assist the requestor. State agencies will be responsible for all document retrieval requests for FY2006 and future fiscal years.

The Secretary of State's Records Management Division will issue a new item on the Missouri General Records Schedule (MoGRS), granting records disposition authority for these records to all agencies. This MoGRS authority will be issued prior to the beginning of the fiscal year, and will permit agencies to send documents to the State Records Center and approve their disposal when they become eligible. Agencies will not need to amend their individual agency Records Disposition Schedules to reflect this change.

The Records Management Division will also develop specific procedures to retire these records to the State Records Center, request pulls of records, return them for re-file, and authorize destruction. These procedures will be available on the Secretary of State's website prior to the beginning of the fiscal year.

J:CAM:VHCNDOCFiling
Attachment